

PHAPlans

AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONS LOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: INDIANRIVERCOUNTYHOUSINGAGENCY

PHANumber: FL132

PHAFiscalYearBeginning:(10/1/2002)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

AnnualPHAPlan PHAFiscalYear2002

[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☐ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
☐ **SmallAgency(<250PublicHousingUnits)**
☒ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

TheIndianRiverCountyHousingAgencyiscommittedtopartneringwithprivateownersandproperty managerstoprovidedecent,safeandaffordablehousingfortheresidentsofthiscommunity.Through thesecollaborativeeffortswearaimtoincreasethenumberofchoicesavailabletofamilieswhoseek housingthroughoutthiscommunity.Throughowneroutreachwewillactivelypursuethecontinuous availabilityofhousingunitsinwell-maintained,attractiveandlivableneighborhoods.Weshallserve ourclientsandallcitizenswiththehighestlevelofprofessionalism,compassionandrespect.

iii. AnnualPlan TableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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Attachments

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A, B,etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**filesubmissionfromthePHAPlansfile,providethefilenameinparenthesesinthespace totherightofthetitle.

RequiredAttach ments:

- ☐ AdmissionsPolicyforDeconcentration
- ☐ FY2000CapitalFundProgramAnnualStatement
- ☐ Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofb eingdesignatedtroubledONLY)

OptionalAttachments:

- ☐ PHAManagementOrganizationalChart
- ☐ FY2000CapitalFundProgram5YearActionPlan
- ☐ PublicHousingDrugEliminationProgram(PHDEP)Plan
- ☐ CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext)
- ☐ Other(Listbelow,providingeachattachmentname)

SupportingDocumentsAvailableforReview

Indicatewhichdocumentsareavailable forpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

ListofSupportingDocumentsAvailableforReview w		
Applicable & OnDisplay	SupportingDocument	ApplicablePlan Component
	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
	State/LocalGovernmentCertificationofConsistencywith theConsolidated Plan	5YearandAnnualPlans
	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms	5YearandAnnual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification so f compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if include d in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.Statement of Housing Needs

[24CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

The County has an extreme need for affordable housing. However, the formula used to determine annual income, creates inflated annuals. As a result housing is not affordable. In the year 2000, it has been estimated* that in the \$10,000 income range 2,497 families are paying more than 30% of their income for rent. It is assumed that approximately 10% of the county's households cannot have their housing needs met under normal market conditions without economic sacrifice of lesser or greater impact. The income formula for the county needs to be changed.

***Shimberg Center for affordable housing – Univ. of Fla.**

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall 1	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income ≤ 30% of AMI							
Income > 30% but ≤ 50% of AMI							
Income > 50% but < 80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:

XX Other sources: (list and indicate year of information)

SEE STATEMENT ABOVE PRIOR TO TABLE. SOURCE IS NOTED.

B. Housing Needsof FamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

State the housing needsof the families on the PHA's waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needsof FamiliesontheWaitingList			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	140		
Extremely low income <= 30% AMI	37	26%	
Very low income (> 30% but <= 50% AMI)	103	74%	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	88	63%	
Elderly families	36	26%	
Families with Disabilities	16	11%	
Race/ethnicity	73 black	52%	
Race/ethnicity	66 white	47%	
Race/ethnicity	1 asian	1%	
Race/ethnicity	133 non-hispanic	95%	
Race/ethnicity 7 hispanic 5%			
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			

Housing Needs of Families on the Waiting List			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicant to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
Apply for special -purpose voucher targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non -profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races and ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities how to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903 .79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant -based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)	\$1,267,262.00	Sect. 8 tenant -based assistance
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,267,262.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
3.PublicHousingDwellingRental Income		
4.Otherincome (listbelow)		
4.Non -federalsources (listbelow)		
Totalresources		

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

(1)Eligibility

a. Whendoes thePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

- c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)?

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development/site management office
- ☐ Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?

If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☐ Two
☐ Three or More

- b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

- b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
☐ Overhoused
☐ Underhoused
☐ Medical justification
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)

- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA - resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6)Deco ncentrationandIncomeMixing

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) development(s) to determine concentration of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site -based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- X Criminal or drug -related activity only to the extent required by law or regulation
- ☐ Criminal and drug -related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- X Criminal or drug -related activity
- ☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- X None

- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project -based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant assistance? (select all that apply)

- X PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

For disabled families upon request. Other extensions are considered, when requested, on a case by case basis depending on circumstances. (i.e. death in family, medical, submission of a Request for Tenancy Approval Form.)

(4) Admissions Preferences

a. Income targeting

☐ Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes X No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness

☐ Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- ☐ Workingfamiliesandthoseunabletoworkbecauseofageordisability
- ☐ Veteransandveterans'families
- ☐ Residentswholiveand/orworkinyourjurisdiction
- ☐ Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)
- ☐ Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- ☐ Victimsofreprisalsorhatecrimes
- ☐ Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespacethatrepresentsyourfirstpriority,a“2”intheboxrepresentingyour secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchyorthroughapointsystem),placethe samenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

DateandTime

FormerFederalpreferences

InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
Victimsofdomesticviolence
Substandardhousing
Homelessness
Highrentburden

Otherpreferences(selectallthatapply)

- ☐ Workingfamiliesandthoseunabletoworkbecauseofageordisability
- ☐ Veteransandveterans'families
- ☐ Residentswholiveand/orworkinyourjurisdiction
- ☐ Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)
- ☐ Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- ☐ Victimsofreprisalsorhatecrimes
- ☐ Otherpreference(s)(listbelow)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub 4A. -component

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit

☐ Other(list below)

f. Rentre -determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☐ Anytime the family experiences an income increase
☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
☐ Other(list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ This section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☐ Other(list/describe below)

B. Section 8 Tenant -Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ 100% of FMR -0,2,3,4 and 5B ED ROOM UNITS
☒ Above 100% but at or below 110% of FMR -1 BED ROOM UNITS
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

☒ Reflects market or submarket

☒ To increase housing options for families

☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually

☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families

☒ Rent burden of assisted families

☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☒ \$0

- ☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24C FR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- X A brief description of the management structure and organization of the PHA follows:

Executive Director Housing Authority, Section 8 Program Manager, Rental Assistance Technician I, Rental Assistance Technician II, Housing Inspector.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	273	20%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

PHA policies and practices are consistent with the areas of measurement for the HUD SEMA P indicators. Supervisory quality control reviews will be performed by a PHA Supervisor or other qualified person other than the person who performed the work, as required by HUD.

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub - component 6A.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -

based assistance program in addition to federal requirements
found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the
informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as Attachment (state name

-or-

☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☐ No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submission may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	

- ☐ Part of the development
☐ Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD On: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD On: (DD/MM/YYYY)	

<input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from Component 11 A: Section 8 only PHAs are not required to complete 11 A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11 B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing**

PHA status. PHA completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Home ownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the U.S.H.A of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHA** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26- 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA - established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare -to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing home ownership option participation
- ☐ Preference/eligibility for section 8 home ownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and training staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake:
(select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. X Yes ☐ No: IsthePHArequiredtohaveanauditconductedun dersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?
(Ifno,skiptocomponent17.)
2. X Yes ☐ No: WasthemostrecentfiscalauditsubmittedtoHUD?
3. ☐ Yes X No: Werethereanyfindings astheresultofthataudit?
4. ☐ Yes ☐ No: Iftherewereanyfindings,doanyremainunresolved?
Ifyes,howmanyunresolvedfindingsremain?____
5. ☐ Yes ☐ No: Haveresponsestoanyun resolvedfindingsbeensubmittedto HUD?
Ifnot,whenaretheydue(statebelow)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent.
Highperformingandsm allPHAsarenotrequiredto completethiscomponent.

1. ☐ Yes ☐ No: IsthePHAengaginginanyactivitiesthatwillcontributetothe long-termassetmanagementofitspublichousingstock, includinghowtheAgencywill planforlong -termoperating, capitalinvestment,rehabilitation,modernization,disposition,and otherneedsthathave **not**beenaddressedelsewhereinthisPHA Plan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
 - ☐ Notapplicable
 - ☐ Privatemanagement
 - ☐ Development-basedaccounting
 - ☐ Comprehensivestockassessment
 - ☐ Other:(listbelow)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached as Attachment (Filename)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments. List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- X Other: (describe) Residents were contacted and asked if they would serve on the Board

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- X Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance) -
- ☐ Representatives of all PHA resident and assisted family organizations
- X Other (list) Residents under Section 8 Program.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Attachment#1	EligibilityforAdmission
Attachment#2	StatementofPoliciesandObjectives
Attachment#3	ComplaintsandAppeals
Attachment#4	ConsolidatedPlanJurisdiction

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

AnnualStatement
CapitalFundProgram(CFP)P artII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AlFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

ELIGIBILITY FOR ADMISSION

INTRODUCTION

This Chapter defines both HUD and PHA's criteria for admission and denial of admission to the program. The policy of this PHA is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply. The PHA staff will review all information provided by the family carefully and without regard to factors other than those defined in this chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the PHA pertaining to their eligibility.

A. ELIGIBILITY FACTORS

The PHA accepts applications only from families whose head or spouse is at least 18 years of age or **emancipated minors under State law.** —

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the PHA.

The HUD Eligibility criteria are:

An applicant must be a "family"

An applicant must be within the appropriate Income Limits

An applicant must furnish Social Security Numbers for all family members ages six and older

An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required

At least one member of the applicant family must be either a U.S. citizen or have eligible immigration status before the PHA may provide any financial assistance.

B.FAMILY COMPOSITION

The applicant must qualify as a Family. A Family may be a single person or a group of persons.

A “family” includes a family with a child or children. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The PHA determines if any other group of persons qualifies as a “family”.

A single person family may be:

An elderly person

A displaced person

A person with a disability

Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.

Any other single person

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

A family also includes:

Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship.

Two related or married persons who intend to share residency whose income and resources are available to meet the family's needs.

Two unrelated persons of opposite sex living together, but not married, must have lived together as a family consecutively for no less than two years and have a child(ren) in common.

Two or more elderly or disabled persons living together, or one or more elderly, one or more elderly or disabled persons living with one or more live-in aides is a family.

Head of Household

The head of household is the **adult** member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. **Emancipated minors who qualify under State law will be recognized as head of household.**

Spouse of Head

Spouse means the husband or wife of the head.

For proper application of the Non-Citizens Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

Co-Head

An individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

Live-in Attendants

A family may include a live-in aide provided that such live-in aide:

Is determined by the PHA to be essential to the care and well-being of an elderly person, an elderly person, or a person with disabilities,

Is not obligated for the support of the person(s), and

Would not be living in the unit except to provide care for the person(s).

A live-in aide is treated differently than family members:

Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.

Live-in aides are not subject to Non-Citizen Rule requirements.

Live-in aides may not be considered as a remaining member of the tenant family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

A Live-in Aide may only reside in the unit with the approval of the PHA. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near elderly (50-61) or disabled.

Verification must include the hours the care will be provided.

At any time, the PHA will refuse to approve a particular person as a live-in aide or may withdraw such approval if:

The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;

The person commits drug-related criminal activity or violent criminal activity; or

The person currently owes rent or other amount to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the PHA will make the decision taking into consideration the following factors:

Which family member applied as head of household.

Which family unit retains the children or any disabled or elderly members.

Restrictions that were in place at the time the family applied.

Role of domestic violence in the split.

Recommendations of social service agencies or qualified professionals such as children's protective services.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the PHA.

In cases where domestic violence played a role, the standard used for verification will be the same as that required for the “domestic violence” preference.

Multiple Families in the Same Household

When families apply which consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. “51% of the time” is defined as 183 days of the year, which do not have to be consecutive.

There will be a self-certification required of families who claim joint custody or temporary guardianship.

C. INCOME LIMITATIONS

— To be eligible for assistance, an applicant must:

Have an Annual Income at the time of admission that does not exceed the **very low income** limits for occupancy established by HUD .

To be income eligible the applicant must be a family in the very low income category, which is a family whose income does not exceed 50 percent of the area median income. The PHA will not admit families whose income exceeds 50 percent of the area median income except those families included in 24 CFR 982.201(b).

A very low income family.

Allow -income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family received assistance under any 1937 Housing Act program within **60** days of voucher issuance. Programs include any housing federally assisted under the 1937 Housing Act.

Allow -income family physically displaced by rental rehabilitation activity under 24 CFR part 511.

Allow -income non -purchasing family residing in a HOPE1 or HOPE2 project.

Allow -income non -purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.

Allow income family or moderate income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

Allow -income family that qualifies for Voucher assistance as a non -purchasing family residing in a project subject to a resident home ownership program.

To determine if the family is income -eligible, the PHA compares the Annual Income of the family to the applicable income limit for the family's size.

Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.

Portability. For initial lease-up at admission, families who exercise portability must be within the applicable income limit for the jurisdiction of the receiving PHA in which they want to live.

D. MANDATORY SOCIAL SECURITY NUMBERS

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

Persons who have not been issued a Social Security Number must sign a certification that they have never been issued a Social Security Number.

Persons who disclose their Social Security Number but cannot provide verification must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.

E. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither, may elect to contend their status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

All members ineligible. Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students. Defined by HUD in the non-citizen regulations. Not eligible for assistance.

Appeals. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.

Verification of Status Before Admission

The PHA **will not** provide assistance to families prior to the verification of eligibility for the individual or at least one member of the family pursuant to this section.

F. OTHER CRITERIA FOR ADMISSIONS

The PHA will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program:

The family must not have violated any family obligation during a previous participation in the Section 8 program for three (3) years prior to final eligibility determination.

The PHA will make an exception, if the family member who violated the family obligation is not a current member of the household on the application.

The family must pay any outstanding debt owed the PHA or another PHA as a result of prior participation in any federal housing program within ten (10) business days of PHA notice to repay.

The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before this PHA will allow participation in its Section 8 program.

The PHA will check criminal history for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as referenced in this section on One -Strike policy in the "Denial or Termination of Assistance" chapter.

If any applicant deliberately misrepresents the information on which eligibility or tenancy is established, the PHA may deny assistance and may refer the family file/record to the proper authorities for appropriate disposition. (See Program Integrity Addendum).

No family member may have been evicted from public housing for any reason during the last three years prior to submitting a pre-application.

G. TENANT SCREENING

The PHA will take into consideration any of the criteria for admission described in the “Denial or Termination of Assistance” chapter.

The PHA **will not** screen family behavior or suitability for tenancy. The PHA will not be liable or responsible to the owner or other persons for the family’s behavior or the family’s conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner’s unit. At or before PHA approval of the tenancy, the PHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as: [24CFR 982.307(a)(3)]

Payment of rent and utility bills

Caring for a unit and premises

Respecting the rights of other residents to the peaceful enjoyment of their housing

Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and

Compliance with other essential conditions of tenancy.

The PHA will advise families how to file a complaint if they have been discriminated against by an owner. The PHA will advise the family to make a Fair Housing complaint. The PHA may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

H. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Changes that occur during the period between issuance of a voucher and lease up may affect the family’s eligibility or share of the rental payment.

I. INELIGIBLE FAMILIES

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to noncitizen status. See “Complaints and Appeals” chapter for additional information about reviews and hearings.

J. PROHIBITED ADMISSIONS CRITERIA

Admission to the program may not be based on where the family lives before admission to the program.

Admission to the program may not be based on:

Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.

Discrimination because a family includes children.

Whether a family decides to participate in a family self-sufficiency program; or

Other reasons as listed in the “Statement of Policies and Objectives” chapter under the Fair Housing and Reasonable Accommodations sections.

STATEMENT OF POLICIES AND OBJECTIVES

INTRODUCTION

This Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which recodified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 Tenant-Based Assistance Program, is described in and implemented throughout this Administrative Plan. The Section 8 rental assistance programs are federally funded and administered for the **County of Indian River** by the **Indian River County Housing Authority** through its Section 8 housing office.

Administration of the Section 8 Program and the functions and responsibilities of the Housing Authority (PHA) staff shall be in compliance with PHA's Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

Jurisdiction

The jurisdiction of the PHA is **the County of Indian River**

HOUSING AUTHORITY MISSION STATEMENT OR HISTORICAL INFORMATION ON THE AGENCY

The Indian River County Housing Agency is committed to partnering with private owners and property managers to provide decent, safe and affordable housing for the residents of this community. Through these collaborative efforts we aim to increase the number of choices available to families who seek housing throughout this community. Through owner outreach we will actively pursue the continuous availability of housing units in well-maintained, attractive and livable neighborhoods. We shall serve our clients and all citizens with the highest level of professionalism, compassion and respect.

B. LOCAL GOALS AND OBJECTIVES

The PHA has the following goals and objectives for the program:

To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.

To encourage self-sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human services needs.

To create positive public awareness and expand the level of family, owner, and community support in accomplishing the PHA's mission.

To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.

To administer an efficient, high-performing agency through continuous improvement of the PHA's support system and commitment to our employees and their development.

To provide decent, safe, and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.

To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.

To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.

To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.

Expand the supply of assisted housing.

Improve the quality of assisted housing.

-

C. PURPOSE OF THE PLAN

The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the Agency Plan. The Housing Choice Voucher Program is implemented as of 10/1/99; pre-merger Regular Tenancy Contracts, Housing Voucher Contracts, and Over Fair Market Rent Tenancy Contracts will remain in effect until the family's second reexamination after the merger date or whenever a new lease is executed, whichever comes first.

The PHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. The original Plan and any changes must be approved by the Board of Commissioners of the agency, the pertinent sections included in the Agency Plan, and a copy provided to HUD. da

Applicable regulations include:

24CFR Part 5: General Program Requirements

24CFR Part 8: Nondiscrimination

24CFR Part 982: Section 8 Tenant-Based Assistance

Local rules that are made part of this Plan are intended to promote local housing objectives consistent with the intent of the federal housing legislation.

D. ADMINISTRATIVE FEE RESERVE

Expenditures from the Administrative Reserve (Operating Reserve) for other housing purposes shall not exceed **those amounts per occurrence, or in the aggregate, that are periodically established by the Indian River County Board of County Commissioners each Fiscal Year. Exceptions must be approved by Board of County Commissioners.**

E. RULES AND REGULATIONS

This Administrative Plan is set forth to define the PHA's local policies for operation of the housing programs in the context of Federal laws and Regulations. All issues related to Section 8 not addressed in this document are governed by such Federal regulations, HUD Memoranda, Notices and guidelines, or other applicable law.

F. TERMINOLOGY

The Housing Authority of **INDIAN RIVER COUNTY** is referred to as "PHA" or "Housing Authority" throughout this document.

"Family" is used interchangeably with "Applicant" or "Participant" and can refer to a single person or family.

"Tenant" is used to refer to participants in terms of their relation to landlords.

"Landlord" and "owner" are used interchangeably.

"Disability" is used where "handicap" was formerly used.

"Non-citizens Rule" refers to the regulation effective June 19, 1995 restricting assistance to U.S. citizens and eligible immigrants.

The Section 8 programs are also known as the Regular Tenancy Certificate, Over FMR Tenancy (OFTO) and Voucher Programs. The Voucher Choice program refers to the merged program effective as of 8/12/99.

"HQS" means the Housing Quality Standards required by regulations as enhanced by the PHA.

"Failure to Provide" refers to all requirements in the first Family Obligation. See "Denial or Termination of Assistance" chapter.

“Merger date” reefersto October 1, 1999, which is the effective date of the merging of the Section Certificate and Voucher program into the Housing Choice Voucher Program.

G. FAIR HOUSING POLICY

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The PHA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial status, handicap or disability.

To further its commitment to full compliance with applicable Civil Rights laws, the PHA will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

All Housing Authority staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office/s, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing updates sponsored by HUD and other local organizations to keep current with new developments.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the PHA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair.

The **Indian River County Housing Agency** office is accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the **Indian River County Administration Office TDD/TDY telephone service.**

H. REASONABLE ACCOMMODATIONS POLICY

It is the policy of this PHA to be service -directed in the administration of four housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before the PHA will treat a person differently than anyone else. The PHA's policies and practices will be designed to provide assurance that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on PHA forms and letters. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities and is applicable to all situations described in this Administrative Plan including when a family initiates contact with the PHA, when the PHA initiates contact with a family including when a family applies, and when the PHA schedules or reschedules appointments of any kind.

To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:

A physical or mental impairment that substantially limits one or more of the major life activities of an individual;

A record of such impairment; or

Being regarded as having an impairment

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the person's status as a qualified person with a disability is confirmed, the PHA will require that a professional third party competent to make the assessment, provides written

verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.

- If the PHA finds that the requested accommodation creates an undue administrative or financial burden, the PHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the PHA (i.e., waiving a family obligation)

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the PHA.

The PHA will provide a written decision to the person requesting the accommodation within a **reasonable time**. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the PHA's decision.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All PHA mailings will be made available in an accessible format upon request, as a reasonable accommodation.

Verification of Disability

The PHA will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

Applying for Admission

All persons who wish to apply for any of the PHA's programs must submit a pre-application **via written format**, as indicated in our public notice. Applications will be made available in an accessible format upon request from a person with a disability. To provide specific accommodation to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format.

The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. Applicants will then be interviewed by PHA staff to review the information on the full application form. Verification of desirability as it relates to 504,

Fair Housing, or ADA reasonable accommodation will be requested at this time. The full application will also include questions asking all applications whether reasonable accommodations are necessary.

I. TRANSLATION OF DOCUMENTS

In determining whether it is feasible to provide translation of documents written in English into other languages, the PHA will consider the following factors:

Estimated cost to PHA per client of translation of English written documents into the other language and the availability of local organizations to provide translation services to non-English speaking families.

J. MANAGEMENT ASSESSMENT OBJECTIVES

The PHA operates its housing assistance program with efficiency and can demonstrate to HUD auditors that the PHA is using its resources in a manner that reflects its commitment to quality and service. The PHA policies and practices are consistent with the areas of measurement for the following HUD SEMAP indicators.

Selection from the Waiting List

Reasonable Rent

Determination of Adjusted Income

Utility Allowance Schedule

HQS Quality Control Inspections

HQS Enforcement

Expanding Housing Opportunities

FMR/exception rent & Payment Standards

Annual Re-examinations

Correct Tenant Rent Calculations

Pre-Contract HQS Inspections

Annual HQS Inspections

Lease-up

Supervisory quality control reviews will be performed by a PHA Supervisor or other qualified person other than the person who performed the work, as required by HUD, on the following SEMAP factors:

Selection from the waiting list

Rent reasonableness

Determination of adjusted income

HQS Enforcement

HQS Quality Control

The annual sample of files and records will be drawn in an unbiased manner, leaving a clear audit trail.

The minimum sample size to be reviewed will relate directly to each factor.

K. RECORDS FOR MONITORING PHA PERFORMANCE

In order to demonstrate compliance with HUD and other pertinent regulations, the PHA will maintain records, reports and other documentation for a time that is in accordance with HUD requirements and in a manner that will allow an auditor, housing professional or other interested party to follow, monitor and/or assess the PHA's operational procedures objectively and with accuracy and in accordance with SEMAP requirements with internal supervisory audits. **In addition to the required SEMAP documentation**, supervisory staff audit the following functions:

Not less than 1% of free examinations

Not less than 1% of new applications

Not less than 1% of claims processed

I. PRIVACY RIGHTS

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD/PHA will release family information.

The PHA's policy regarding release of information is in accordance with State and local laws which may restrict the release of family information.

Any and all information which would lead one to determine the nature and/or severity of a person's disability must be kept in a separate folder and marked "confidential" or returned to the member after its use. The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. All requests for access and granting of accommodations based on this information must be approved by **the Executive Director of the Housing Authority.**

The PHA's practices and procedures are designed to safeguard the privacy of applicants and program participants.

In appropriate discussion of family information, or improper disclosure of family information by staff will result in disciplinary action.

M. FAMILY OUTREACH

The PHA will publicize and disseminate information to make known the availability of housing assistance and related services for very low income families on a regular basis. When the PHA's waiting list is open, the PHA will publicize the availability and nature of housing assistance for very low income families in a newspaper of general circulation, minority media, and by other suitable means. Notices will also be provided in no other language except English at this time.

To reach persons who cannot read the newspapers, the PHA will distribute factsheets to the broadcasting media, and initiate personal contacts with members of the news media and community service personnel. The PHA will also utilize public service announcements.

ThePHAwillcommunicatethestatusofhousingavailabilitytootherservice providersinthecommunity,andadvise themofhousingeligibilityfactorsand guidelinesinorderthattheycanmakeproperreferralsforhousingassistance.

N. OWNER OUTREACH

ThePHA makes a concerted effort to keep private owners informed of legislative changes in the tenant -based program, which are designed to make the program more attractive to owners. This includes informing participant owners of applicable legislative changes in program requirements. ThePHA encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

ThePHA conducts **individual** meetings with participating owners to improve owner relations and to recruit new owners.

ThePHA maintains a list of interested landlords/list of units available for the Section 8 program and updates this list as needed. When listings from owners are received, they will be compiled by the PHA staff by bedroom size.

ThePHA will maintain lists of available housing submitted by owners in all neighborhoods within the Housing Authority's jurisdiction to ensure greater mobility and housing choice to very low income households. The lists will be provided upon request and at briefings. Printed material is offered to acquaint owners and managers with the opportunities available under the program.

ThePHA shall periodically:

Develop working relationships with owners and real estate broker associations.

Establish contact with civic, charitable or neighborhood organizations which have an interest in housing for low -income families and public agencies concerned with obtaining housing for displacements.

Explain the program, including equal opportunity requirements and nondiscrimination requirements, including Fair Housing Amendments Act of 1988 and Americans with Disability Act, to real estate agents, landlords, and other groups that have dealings with low -income families or are interested in housing such families.

COMPLAINTS AND APPEALS

INTRODUCTION

The informal hearing requirements defined in HUD regulation are applicable to participating families who disagree with an action, decision, or inaction of the PHA. This Chapter describes the policies, procedures and standards to be used when families disagree with a PHA decision. The procedures and requirements are explained for preferred denial meetings, informal reviews and hearings. It is the policy of the PHA to ensure that all families have the benefit of all protections due to them under the law.

A. COMPLAINTS TO THE PHA

The PHA will respond promptly to complaints from families, owners, employees, and members of the public. All complaints will be documented. The PHA **does** require that complaints other than HQS violations be put in writing. HQS complaints may be reported by telephone.

The PHA hearing procedures will be provided to families in the briefing packet.

Categories of Complaints

Complaints from families: If a family disagrees with an action or inaction of the PHA or owner.

Complaints from families will be referred to the Program Manager. If a complaint is not resolved, it will be referred to the Executive Director.

Complaints from owners: If an owner disagrees with an action or inaction of the PHA or a family.

Complaints from owners will be referred to the Program Manager. If a complaint is not resolved, it will be referred to the Executive Director.

Complaints from staff: If a staff person reports an owner or family either violating or not complying with program rules, the complaint will be referred to the **Program Manager.**

Complaints from the general public: Complaints or referrals from persons in the community in regard to the PHA, a family or an owner.

Complaints from the general public will be referred to the Program Manager. If a complaint is not resolved, it will be referred to the Executive Director.

B. PREFERENCE DENIALS

N/A - No local Preferences have been established.

C. INFORMAL REVIEW PROCEDURES FOR APPLICANTS

Reviews are provided for applicants who are denied assistance before the effective date of the HAP Contract. The exception is that when an applicant is denied assistance for citizenship or eligible immigrant status, the applicant is entitled to an informal hearing.

When the PHA determines that an applicant is ineligible for the program, the family must be notified of the ineligibility in writing. The notice must contain:

The reason(s) they are ineligible,

The procedure for requesting a review if the applicant does not agree with the decision and

The time limit for requesting a review.

The PHA must provide applicants with the opportunity for an Informal Review of decisions denying:

Listing on the PHA's waiting list

Issuance of a Voucher

Participation in the program

Informal Reviews are not required for established policies and procedures and PHA determinations such as:

Discretionary administrative determinations by the PHA

General policy issues or class grievances

A determination of the family unit size under the PHA Subsidy standards

Refusal to extend or suspend a Voucher

APHAdeterminationnottograntapprovalofthetenancy

DeterminationthatunitisnotincompliancewithHQS

DeterminationthatunitisnotinaccordancewithHQSduetofamilysizeor composition

ProcedureforReview

ArequestforanInformalReviewmustbereceived **inwriting** bythecloseofthe businessday,nolaterthan **10 businessdays**fromthedataofthePHA'snotificationof denialofassistance.Theinformalreviewwillbescheduledwithin **10business days** fromthedatatherequestisreceived.

TheInformalReviewmaynotbeconductedbythepersonwhomadeorapprovedthe decisionunderreview,norasubordinateofsuchperson.

TheReviewmaybeconductedby:

AstaffpersonwhoisattheProgramManagerlevelorabove

Theapplicantwillbegiventheoptionofpresentingoralorwrittenobjectionstothe decision.BoththePHAandthefamilymaypresentevidenceandwitnesses.Thefamily mayuseanattorneyorotherrepresentative toassistthemattheirownexpense. **Thereviewmaybeconductedbymailand/ortelephoneifacceptabletobothparties.**

ANoticeoftheReviewfindingswillbeprovidedinwritingtotheapplicantwithin **10 businessdays** afterthereview.Itshallincludethedecisionofthereviewofficer,andan explanationofthereasonsfor thedecision.

Allrequestsforareview,supportingdocumentationandacopyofthefinaldecisionwill beretainedinthefamily'sfile.

D. INFORMALHEARINGPROCEDURES

WhenthePHAmakesadecisionregardingtheeligibilityand/ortheamountofassistance, applicantsandparticipantsmustbenotifiedinwriting.ThePHAwillgivethefamily promptnoticeofsuchdeterminations,whichwillinclude:

TheproposedactionordecisionofthePHA;

Theдатаtheproposedactionordecisionwilltakeplace;

The family's right to an explanation of the basis for the PHA's decision.

The procedures for requesting a hearing if the family disputes the action or decision;

The time limit for requesting the hearing.

The PHA must provide participants with the opportunity for an Informal Hearing for decisions related to any of the following PHA determinations:

Determination of the family's annual or adjusted income and the computation of the housing assistance payment

Appropriate utility allowance used from schedule

Family unit size determination under PHA subsidy standards

Determination that premerger Certificate program family is underoccupied in their current unit and a request for exception is denied

Determination to terminate assistance for any reason.

Determination to terminate a family's FSS Contract, withhold support services, or propose forfeiture of the family's escrow account.

The PHA must always provide the opportunity for an informal hearing before termination of assistance.

Informal Hearings are not required for established policies and procedures and PHA determinations such as:

Discretionary administrative determinations by the PHA

General policy issues or class grievances

Establishment of the PHA schedule of utility allowances for families in the program

PHA determination not to approve an extension or suspension of a voucher term

PHA determination not to approve a unit or lease

APHA determination that an assisted unit is not in compliance with HQS (PHA must provide hearing for family breach of HQS because that is a family obligation determination)

APHA determination that the unit is not in accordance with HQS because of the family size

APHA determination to exercise or not exercise any right or remedy against the owner under a HAP contract

Notification of Hearing

It is the PHA's objective to resolve disputes at the lowest level possible, and to make every effort to avoid the most severe remedies. However, if this is not possible, the PHA will ensure that applicants and participants will receive all of the protections and rights afforded by the law and the regulations.

When the PHA receives a request for an informal hearing, a hearing shall be scheduled within **15 business** days. The notification of hearing will contain:

The date and time of the hearing

The location where the hearing will be held

The family's right to bring evidence, witnesses, legal or other representation at the family's expense

The right to view any documents or evidence in the possession of the PHA upon which the PHA based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing. **Requests for such documents or evidence must be received no later than 5 business days before the hearing date.**

The PHA's Hearing Procedures

After a hearing date is agreed to, the family may request to reschedule only upon showing "good cause," which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact the PHA within 24 hours, excluding

weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear.

Families have the right to:

Present written or oral objection to the PHA's determination.

all Examine the documents in the file which are the basis for the PHA's action, and
documents submitted to the Hearing Officer;

Copy any relevant documents at their expense;

Present any information or witnesses pertinent to the issue of the hearing;

Request that PHA staff be available or present at the hearing to answer questions
pertinent to the case; and

Be represented by legal counsel, advocate, or other designated representative at
their own expense.

If the family requests copies of documents relevant to the hearing, the PHA will
make the copies for the family and assess a charge of .25 per copy. In no case will
the family be allowed to remove the file from the PHA's office.

In addition to other rights contained in this Chapter, the PHA has a right to:

Present evidence and any information pertinent to the issue of the hearing;

Be notified if the family intends to be represented by legal counsel, advocate, or
another party;

Examine and copy any documents to be used by the family prior to the hearing;

Have its attorney present; and

Have staff persons and other witnesses familiar with the case present.

The Informal Hearing shall be conducted by the Hearing Officer appointed by the PHA who is neither the person whom made or approved the decision, nor a subordinate of that person. The PHA appoints hearing officers who:

Is the Executive Director of the Housing Authority

Are disinterested parties who are not part of PHA Management

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations.

The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision.

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of the PHA shall take effect and another hearing will not be granted.

The Hearing Officer will determine whether the action, inaction or decision of the PHA is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the Hearing Findings shall be provided in writing to the PHA and the family within **15 business days** and shall include:

A clear summary of the decision and reasons for the decision;

If the decision involves money owed, the amount owed

The date the decision goes into effect.

The PHA is not bound by hearing decisions:

Which concern matters in which the PHA is not required to provide an opportunity for a hearing

Which conflict with or contradict to HUD regulations or requirements;

Which conflict with or contradict Federal, State or local laws; or

Which exceed the authority of the person conducting the hearing.

The PHA shall send a letter to the participant if it determines the PHA is not bound by the Hearing Officer's determination within **10 business** days. The letter shall include the PHA's reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file.

E. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the PHA hearing is pending but assistance to an applicant may be delayed pending the PHA hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INSSAVE system and manual search do not verify the claim, the PHA notifies the applicant or participant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the PHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the PHA a copy of the appeal and proof of mailing or the PHA may proceed to deny or terminate. The time period to request an appeal may be extended by the PHA for good cause.

The request for a PHA hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the PHA will:

Deny the applicant family

Defer termination if the family is a participant and qualifies for deferral

Terminate the participant if the family does not qualify for deferral

If there are eligible members in the family, the PHA will offer to prorated assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is prorated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on their right to a hearing regarding determination of tenant rent and Total Tenant Payment.

Families denied or terminated for fraud in connection with the non-citizen rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

F. MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES

When applicants are denied placement on the waiting list, or the PHA is terminating assistance, the family will be informed that presence or a disability may be considered as a mitigating circumstance during the informal review process.

1. Consolidated Plan jurisdiction: (Indian River County)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidate Pl _____ an

☐ The PHA has consulted with the Consolidated Plan agency during the development of the PHA Plan.

☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

**HOUSING AUTHORITY MISSION STATEMENT OR HISTORICAL
INFORMATION ON THE AGENCY**

The Indian River County Housing Agency is committed to partnering with private owners and property managers to provide decent, safe and affordable housing for the residents of this community. Through these collaborative efforts we aim to increase the number of choices available to families who seek housing throughout this community. Through owner outreach we will actively pursue the continuous availability of housing units in well-maintained, attractive and livable neighborhoods. We shall serve our clients and all citizens with the highest level of professionalism, compassion and respect.

• **Projected Housing Needs**

Indian River County's population is expected to increase in future years as described in the introductory element of this Comprehensive Plan. That projected increase, in combination with a slight reduction in projected household size, will determine the number of housing units required to be provided in the future. The population and needed housing projected through the year 2020 are indicated in Table 7.19.

TABLE 7.19
PROJECTED POPULATION, HOUSEHOLDS, AND TOTAL HOUSING UNITS
INDIAN RIVER COUNTY
1995-2020

YEAR	POPULATION	PERMANENT	SEASONAL	UNITS	TOTAL	INCREASE
	HOUSEHOLDS	UNITS	VACANT	FOR HOUSING	IN	
	SALE	OR	UNITS	NUMBER		
	RENT	OF	UNITS			
1995	100,261	41,917	5,369	6,035	53,321	-----
2000	112,300	46,337	5,931	6,487	58,755	5,434
2005	124,000	49,843	6,380	6,978		63,201 4,446
2010	135,500	52,985	6,782		7,418	67,185 3,984
2020	158,400	61,940	7,458		,672	78,070 10,885
Source (1)	Population and permanent households projection				-University of Florida	
(2)	Projection of seasonal and vacant units (same % as 1995)				-County Planning Division	

As shown in Table 7.19, approximately 5,434 dwelling units, or an average annual number of approximately 1,086 units, must be constructed between 1995 and 2000 to accommodate the projected population growth. During each of the two five-year periods

between 2000 and 2010, additional units must be provided at an average annual rate of 889 units per year in the 2000 - 2005 period and 797 units per year in the 2005 - 2010 period. Figure 7.8 shows the estimates and projections of permanent households in the county between 1990 and 2010.

Community Development Department Indian River County

Comprehensive Plan Housing Element

With approximately 63% of all units located in the unincorporated county, Table 7.20 indicates projected housing needs in the unincorporated portion of the county through year 2020.

TABLE 7.20
PROJECTED HOUSING NEED
UNINCORPORATED INDIAN RIVER COUNTY
1995-2020

YEAR TOTAL HOUSING INCREASE IN AVERAGE
UNITS NUMBER OF ANNUAL
UNITS INCREASE FOR
EACH PERIOD

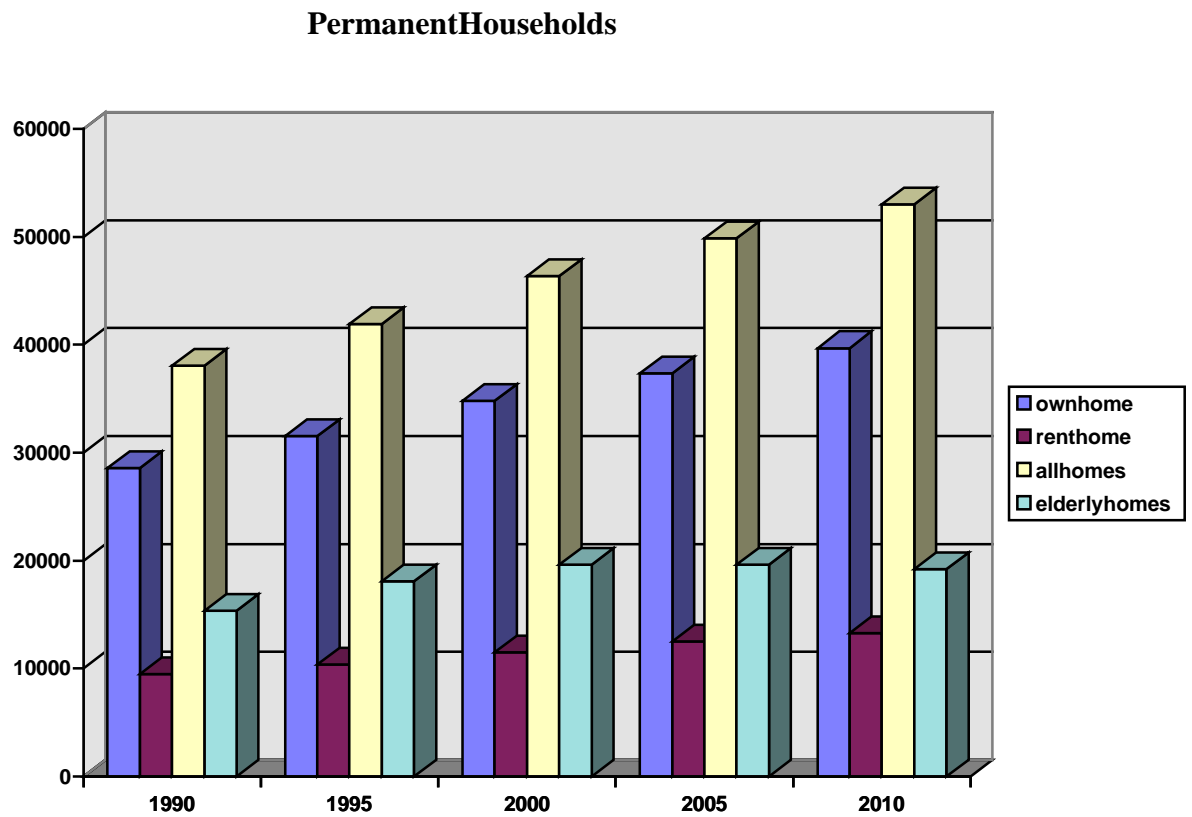
1995	33,365	-----	-----
2000	37,016	3,651	730
2005	39,817	2,801	560
2010	42,327	2,510	502
2020	49,184	6,812	681

Source: County Planning Division Projection

Table 7.21 shows the estimates and projections for households by type (owner or renter) between 1990 and 2010. The table also indicates the estimates and projections of elderly households. Figure 7.9 shows the number of owner and renter households by age group for 1990. Figure 7.10 shows the county's household breakdown for 1990 and 2010.

FIGURE 7.8

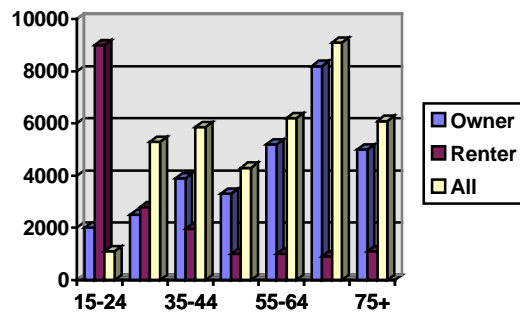
Indian River Co. Household Estimates & Projections 1990 - 2010



ElderlyHouseholds(65+)Source:UniversityofFlorida
Numbersofhouseholds

Figure7.9

IndianRiverCo.HouseholdsbyageandTenurein1990



Source:UniversityofFlorida

numberofhouseholds

TABLE 7.21
HOUSEHOLD ESTIMATES AND PROJECTIONS
INDIAN RIVER COUNTY
1990-2010

	1990		1995		2000		2005		2010	
	#	%	#	%	#	%	#	%	#	%
Total homes	38,057	100	41,917	100	46,337	100	49,843	100	52,985	100
Owner homes	28,561	75.0	31,537	75.2	34,823	75.2	37,357	74.9	39,691	74.9
Renter homes	9,496	25.0	10,380	24.8	11,514	24.8	12,486	25.1	13,294	25.1
Elderly homes (65+)	15,333	40.3	18,100	43.2	19,615	42.3	19,652	39.4	19,226	36.3

SOURCE: Shimberg Center for Affordable Housing - University of Florida

Table 7.22 provides estimates and projections of owner households and renter households paying more than 30% of their income toward housing cost. Figures 7.11 and 7.12 depict number and percentage of the 1990 county households paying more than 30% of their income toward housing cost.

TABLE 7.22
NUMBER OF HOUSEHOLDS PAYING MORE THAN 30% OF
THEIR INCOME TOWARD HOUSING COST
1990-2010

	OWNER HOUSEHOLDS				
INCOME RANGE	1990	1995	2000	2005	2010
<\$10,000	1,907	2,174	2,497	2,781	3,050
\$10,000-\$19,999	1,646	1,833	2,072	2,311	2,562
\$20,000-\$34,999	1,512	1,666	1,851	2,035	2,246

Comprehensive Plan Housing Element

Income Range	1990	1995	2000	2005	2010
\$35,000-49,999	495	545	608	671	741
>\$50,000	623	697	787	872	956
TOTAL	6,183	6,915	7,815	8,670	9,555

RENTER HOUSEHOLDS

INCOME RANGE	1990	1995	2000	2005	2010
<\$10,000	1,554	1,821	2,078	2,302	2,477
\$10,000-\$19,999	1,716	1,961	2,156	2,327	2,496
\$20,000-\$34,999	597	677	737	794	852
\$35,000-49,999	92	106	116	124	131
>\$50,000	29	34	38	42	44
TOTAL	3,988	4,599	5,125	5,589	6,000

Source: Shimberg Center for Affordable Housing -University of Florida

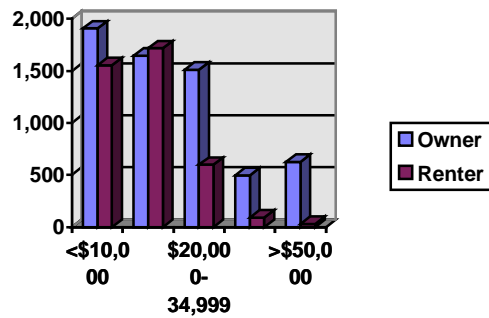
- **Ability of Private Sector to Meet Housing Needs**

As noted in the section entitled Housing Need (shortage and surplus), approximately 4,470 owner occupied and 1,227 renter occupied households within incomes less than 50% of median income were in need of housing assistance within the entire county in 1995. These households represented 13.6% of the total number of households in the county at that time. There are no data available to establish the extent or nature of needed "assistance" and what means might be afforded through the private sector to meet the identified needs of the 5,697 households.

Community Development Department Indian River County

Figure 7.11

Indian River County - Number of Households Paying More than 30% of Income Towards Housing Costs by Income Category in 1990

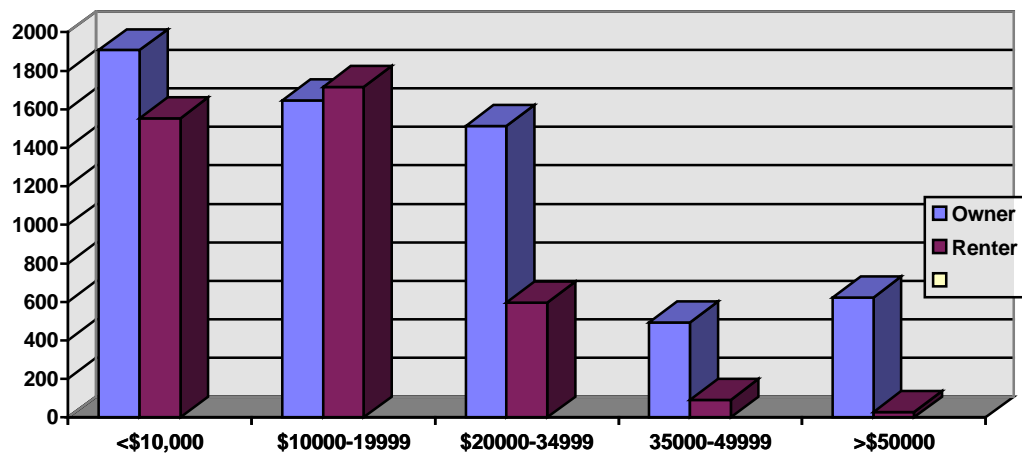


Income Range

Source: University of Florida

Figure 7.12

Indian River County - Households Paying More than 30% of Income Towards Housing Costs by Income Category in 1990



Income Range

Source: University of Florida

Comprehensive Plan Housing Element

Currently, the County Housing Authority reports a backlog of 220 applicants for HUD Section 8 assistance. The gap between 220 applicant households and the estimated 5697 households noted represents a broad range for planning purposes.

Nevertheless, lacking any definitive data, it is assumed that approximately 10% of the county's households cannot have their housing needs met under normal housing market conditions without significant economic sacrifice or detrimental effects on the household's health and welfare. The projected number of housing units which are expected to be provided by the private housing market in relation to those which cannot be so provided are depicted in Table 7.23.

The projections assume that a constant 10% of all households require assistance throughout the projection period. This assumption is based on the widely-held view that the housing affordability gap will not be closed without public intervention and that general economic conditions are not conducive to greater disposable income growth for households in the lower income groups.

TABLE 7.23
YEAR-ROUND UNITSEXPECTED TO BE PROVIDED
BY PRIVATE SECTOR COMPARED TO UNITS NEEDING ASSISTANCE
INDIAN RIVER COUNTY
1995-2010

YEAR ESTIMATED/ PROJECTED DEMAND FOR HOUSING ASSISTANCE (10% OF TOTAL) PRIVATE SECTOR HOUSEHOLDS		ESTIMATED/TOTAL PROJECTED PROJECTED ESTIMATED/ INVENTORY OF UNITS FOR (90% OF TOTAL)	PROJECTED HOUSING PERMANENT (100%)
1995	4,191	37,726	41,917
2000	4,633	41,704	46,337
2005	4,984	44,859	49,843
2010	5,298	47,687	52,985
Total additional housing units requiring assistance 1995-2010		-----	-----
Total additional housing units expected to be provided by private sector, 1995 -2010		9,961	-----

Source: (1) University of Florida (2) County Planning Division

Community Development Department Indian River County

Comprehensive Plan Housing Element

As indicated in Table 7.21, the estimated number of households in Indian River County needing financial assistance to meet housing affordability standards is expected to increase from 4,191 in 1995 to 5,298 by the year 2010.

***Public and Private Coordination**

The housing needs of Indian River County's future middle and upper income population categories can be readily met by the normal functioning of the building/financing/regulatory markets. On the other hand, the housing needs of persons and families in the lower income group cannot be met without a concerted effort by the private residential development industry, lending institutions, municipal and county governments, and special interest organizations devoted to improving the quality and affordability of housing.

Most experts on urban development agree that the quality of a community's housing (and neighborhoods) is an excellent indication of the social, physical, and economic stability of the community. Community pride is normally evidenced by well-kept homes.

For that reason, zoning was initially established to protect neighborhoods and to provide safe and sanitary living environments through the provision of open space standards and density limits. Subsequently, housing maintenance codes were often developed and adopted by communities as a means of assuring adequate maintenance of housing and to prevent blight caused by gradual deterioration of housing.

One means of addressing these issues in Indian River County is for county government to provide leadership in assuring (1) high maintenance standards for housing; (2) prevention of overcrowding; (3) preservation of existing housing in sound condition, especially housing of distinctive character; (4) removal of blighted and unsafe housing; and (5) availability of housing at an affordable cost for people in lower income groups.

Lacking incentives or some form of assistance which would have the effect of reducing housing cost for those in the lower income groups, several conditions could occur in the County. Overcrowding in existing housing could increase, resulting in code enforcement problems and neighborhood deterioration. Households having insufficient income to meet housing, food, and other essential needs could suffer from health and welfare problems, resulting in indirect costs to the community. Finally, the lack of affordable housing could lead to a decline in the labor supply for lower-paying employment classes.

Comprehensive Plan Housing Element

Therefore, it is important that Indian River County government utilize a wider range of means to reduce housing costs. Regulatory standards and policies and incentives for housing development are some of the most effective ways to do so.

While providing housing is primarily a function of the private sector, there is much the County can do to set the framework and create the environment for the private sector to meet housing needs at lower costs, without sacrificing community character and acceptable standards of housing quality.

Elements influencing the housing delivery process in Indian River County are noted throughout this chapter. A wider range of sites are available for new housing developments, from in-fill sites in moderate-cost older subdivisions to high-value waterfront locations. The inventory of sites ranges from low-density single-family neighborhood sites zoned for medium density multi-family and condominium development.

Infrastructure is also available, and system capacities are expanded as necessary to meet the demands of new urban development. A full range of mortgage/financial services are available in the county to serve housing consumers.

Currently, Indian River County has permitting procedures for housing development and utilizes generally standard code requirements, impact fee programs and enforcement practices. The Standard Housing Code is applicable within unincorporated Indian River County for existing units. There is, however, no ongoing systematic program of housing inspections in older areas of the county.

The county has centralized housing construction permitting services for the unincorporated county and the City of Vero Beach within the county administration building. Application and plan review procedures do not cause delays under normal circumstances, and county requirements are conducive to efficient processing. The county recently (early 1997) established a quick single family application review process for new subdivisions.

Comprehensive Plan Housing Element

As indicated, providing affordable housing is difficult in Indian River County and other Florida communities largely because of the need to improve infrastructure systems concurrent with development projects. Land costs, as a component of total housing costs, generally increase to include the necessary infrastructure improvement costs. Overall, the county does not require inordinately high standards of off-site improvements, and the improvements required are considered to be the minimum necessary to assure safe, adequate, and serviceable neighborhoods.

Generally, existing housing is more affordable than newer housing, but may require additional expenditures for upgrading and rehabilitation. Financial assistance or incentives from publicly financed programs or regulatory programs geared to existing housing offer the most feasible means of achieving affordable housing in a high-growth county such as Indian River.

The following activities offer significant potential for strengthening and improving the delivery of affordable housing in Indian River County.

1. Regular field surveys of housing conditions to identify and classify areas suitable for code enforcement, spot clearance, neighborhood-wide housing conservation programs, and infill development possibilities.
2. Information sharing and encouragement directed toward builders, developers, and Realtors to undertake projects in areas where lower land costs enable lower housing costs.
3. Encouragement of development of “no-frills” starter homes in areas suited for small-lot housing having convenient access to transportation, employment, and utility services.

Comprehensive Plan Housing Element

***County Regulations and Programs**

Since adoption of its comprehensive plan in 1990, the county has established several new housing programs and regulations to address various housing problems. In addition, the county has reviewed all of its ordinances and regulations to determine if any unnecessarily increase housing costs. Where appropriate, the regulations and ordinances were revised to encourage the provision of affordable housing within the county.

The county's new programs or regulations affecting affordable housing areas follows:

- Regulations providing up to 20% affordable housing density bonus for development projects.
- Regulations allowing for small lot subdivisions with reduced setbacks, lot size, and lot width requirements.
- Regulations allowing for accessory single-family dwelling units in all agricultural and residential zoning districts.
- Regulations allowing multi-family dwelling units in conjunction with commercial development, such as apartment over commercial buildings..
- Regulations allowing zero lot line subdivisions.
- Transfer of density provisions allowing density to be transferred from wetland properties to upland properties.
- Establishment of a Local Housing Assistance Program, allowing the county to utilize State Housing Initiatives Partnership (SHIP) program funds for the provision of affordable housing.

Some of these regulations, such as the affordable housing density bonus, the accessory single-family dwelling unit provision, the allowance of multi-family dwelling units in conjunction with commercial development, and the provision for zero lot line subdivisions, have been used by developers throughout the unincorporated county. The density bonus provision, for example, has helped some developers participate in the state's Low-income Rental Housing Tax Credit program. This has produced some much needed affordable rental housing units within the county.

Community Development Department Indian River County

Comprehensive Plan Housing Element

Currently, the county's local housing assistance program is being fully implemented. As of February 1, 1997, 175 families had obtained down payment/closing cost and rehabilitation loan assistance through the county's local housing assistance program.

- **Land Requirements to Accommodate Future Housing Needs**

Presently, the County has ample land to meet projected residential acreage needs. Many lots have been platted and have utilities available. Besides these lots, there are large vacant, unplatted tracts that can be readily developed by the extension of urban services. Both the Potable Water and Sanitary Sub -elements describe the County's plant capacity for accommodating increased demand, and the County has an ongoing program to extend facilities and services to meet needs.

Within the County, there are many financial institutions which provide housing loans. In addition, there are various governmental financing programs available through the Community Development Department and the Indian River County Housing Authority that offer a broad range of financing opportunities. Currently, funding levels have been inadequate to meet needs.

The housing analysis has demonstrated that housing cost is an appropriate concern of the County's. Related to housing cost is residential land availability. In Indian River County, the Land Use Plan identifies areas suited for new residential construction within the unincorporated County at varying densities. The approximate acreage required to meet the projected housing needs through the year 2010 is indicated in Table 7.24 for each five-year period beginning in 1995.

Comprehensive Plan Housing Element

TABLE 7.24
LAND REQUIREMENTS TO MEET FUTURE HOUSING NEEDS
INDIAN RIVER COUNTY
1995-2010

TYPE% ALL 1995		-20002000		-20052005		-2010TOTAL			
OFUNIT	TYPESUNITS/ACRES	UNITS/ACRES	UNITS/ACRES	UNITS/ACRES	UNITS/ACRES	UNITS/ACRES	UNITS/ACRES	UNITS/ACRES	UNITS/ACRES
SINGLE-FAMILY LOW DENSITY	50	2,717	1,132	2,223	926	1,992	830	6,932	2,888
SINGLE &MULTI FAMILY MEDIUM DENSITY	30	1,630	408	1,334	333	1,195	299	4,159	1,040
MULTI-FAMILY MEDIUM /HIGH DENSITY	20	1,087	136	899	111	797	100	2,773	347
TOTAL	100	5,434	1,676	4,446	1,310	3,984	1,229	13,864	4,275

SINGLE-FAMILY DENSITY ASSUMES 2.4 UNITS PER GROSS ACRE AVERAGE
SINGLE & MULTI-FAMILY DENSITY ASSUMES 4 UNITS PER GROSS ACRE AVERAGE
MULTI-FAMILY MEDIUM/HIGH DENSITY ASSUMES 8 UNITS PER GROSS ACRE AVERAGE

SOURCE: INDIAN RIVER COUNTY PLANNING DIVISION

Note: The percentage distribution is based on the assumption that the present lot sizes for the single-family low density decreases slightly in future years; that mobile homes will be included in the Single and Multi-Family group (density of 4 units average per gross acre); and, that maximum density policy for multi-family units will not change in future years, resulting in an averaged density for this housing group of 8 units per gross acre.

Comprehensive Plan Housing Element

To address housing affordability problems for households in the low and moderate income groups, all possible options for reducing housing costs must be addressed by the county on an ongoing basis. Sites for mobile homes are identified in the county's comprehensive plan. As one means of meeting the need for affordable housing, the county could continue to permit mobile home subdivisions. The county should continue with the implementation of the SHIP program. The county also must seek all possible federal and state funding available for the provision of affordable housing.

There is no single combination of programs and initiatives appropriate for every community. The county must on a regular basis evaluate all available programs and incentives and implement the most appropriate ones.

• GOALS, OBJECTIVES, AND POLICIES

The stated Objectives and Policies in the following section outline the general framework of action considered appropriate and responsive to the county's current situation; however, the specific program components must be selected and then "tailored" to suit the county's needs as deemed necessary through actual practice. Evolving building technology, new legislation and changing lending practices may indicate additional, better means of meeting the county's housing needs. As these events occur, the county must be flexible in adapting to the changed conditions.

Goals, objectives, and policies considered appropriate for assuring an adequate and affordable supply of housing in the county, conservation of the housing stock, prevention of blight and removal of blight housing, and identification of roles and responsibilities for achieving stable housing conditions in the county are set forth in the following section.

GOALS, OBJECTIVES AND POLICIES**GOAL 1**

A housing supply which permits all households to enjoy safe, healthful, and affordable living accommodations which meet accepted standards of affordability and which are located in pleasant environments where a sense of civic pride and personal well-being can be achieved.

OBJECTIVE 1 HOUSING AFFORDABILITY

By 2000, the number of owner-occupied households paying more than 30% of their income for housing costs will be less than 19% of the total number of owner-occupied households, and the number of renter-occupied households paying more than 30% of their income for rent will be less than 39% of the total number of renter-occupied households.

POLICY 1.1: By 2000, all codes, ordinances, regulations, policies and procedures regarding residential development review and construction shall be reviewed by the Community Development Department staff to determine their impact on housing development costs. Those components which unnecessarily increase the cost of housing without impairing the health, sanitation, fire safety, structural integrity and maintenance requirements shall be eliminated.

POLICY 1.2: The county shall encourage infill development by providing infrastructure to infill areas, removing blighting influences, stabilizing neighborhoods, and providing private developers with information regarding available funding.

POLICY 1.3: The County shall coordinate with the Florida Housing Finance Agency (FHFA) to identify federal, state, and other sources of funding, such as Community Development Block Grant (CDBG) funds and Low Income Housing Tax Credit Program funds, earmarked for very low, low, and moderate income housing and actively pursue those funds for local use by applying for funds when appropriate. The county shall also assist and support private applicants applying for these funds.

POLICY 1.4: The county shall continue to participate in housing bond programs (such as the Escambia County bond program) in order to provide below market rate loans to very low, low, and moderate income households for home purchases. The county shall inform financial institutions of the availability of the bond programs.

Community Development Department Indian River County

Comprehensive Plan Housing Element

POLICY 1.5: By 2000, the county shall assess its existing permit processing procedure and, if warranted, establish a full one-stop permitting process.

POLICY 1.6: The county shall take all necessary steps to eliminate delays in the review of affordable housing development projects. In order to define delay, the county hereby establishes the following maximum time frames for approval of projects when an applicant provides needed information in a timely manner:

- Administrative approval - 5 days;
- Minor site plan - 5 weeks;
- Major site plan - 6 weeks;
- Special exception approval - 13 weeks

Whenever these review times increase by 150% or more due to the workload of review the staff, the county will begin prioritizing the review of affordable housing development project applications. In prioritizing affordable housing development project applications, staff will schedule affordable housing project applications for review before other types of project applications to ensure that maximum review time frames are not exceeded for affordable housing projects.

POLICY 1.7: As part of the adoption process for any county regulation which could affect housing development, county planning staff shall prepare a Financial Impact Statement to assess the anticipated impact of the proposed regulation on the cost of housing. When proposed regulatory activities are anticipated to increase the estimated cost per unit for the development of housing, the Financial Impact Statement shall include an estimated increased cost per unit projection. The financial impact statement then will be reviewed by the Professional Services Advisory Committee, The Planning and Zoning Commission, and, if possible, the Affordable Housing Advisory Committee. Those groups shall consider the regulation's effect on housing cost in making their recommendation to the Board of County Commissioners. The Board of County Commissioners will consider the financial impact statement in making its final decision on the adoption of any proposed regulations.

Community Development Department Indian River County

OBJECTIVE 2 BALANCED HOUSING MARKET

Within its residential areas, Indian River County will have adequate sites to accommodate current and anticipated housing demands for all income groups and groups with special housing needs. These sites shall have an appropriate land use and zoning designation which allows for a balanced housing market with a mixture of housing types, including mobile and manufactured homes.

POLICY 2.1: The county shall maintain and enforce its adopted local fair housing ordinance to ensure equal housing opportunity in accordance with Title VIII of the Civil Rights Act of 1968 and the Florida Fair Housing Act, Chapter 760.020, F.S.

POLICY 2.2: Indian River County shall continue to designate on its future land use plan maps sufficient land area with adequate density to accommodate the projected 2020 population. Accordingly, the county's Future Land Use Map residential designations vary in density from 1 unit per acre to 10 units per acre. All of this residentially designated land is located within the Urban Service Area where adequate infrastructure is available to accommodate a wide variety of housing types, including mobile homes, farm worker housing, housing for very low, low, and moderate income households, and group homes and foster care facilities. As structured, the county's land use designations accommodate housing units with a wider range of costs and physical characteristics (lot sizes, setbacks, and land use mixes). These future land use map designations are situated to allow for residential development that has:

1. Proximity to public transportation, employment centers, recreational facilities, and community services such as shopping, personal services, schools, daycare facilities, and healthcare facilities; and
2. Compatibility with adjacent land uses and existing neighborhoods.

Comprehensive Plan Housing Element

The County's Residential Land Use Districts

District	Net Acres	Maximum Density	Type of Residential Development
M-2 Group	1071	10	MF, SF, Mobile Home, Farmworker housing, homes
M-1	5158	8	MF, SF, Mobile Home, Farmworker housing, Group homes
L-2	13532	6	MF, SF, Farmworker housing, group homes
L-1	12574	3	MF, SF, Farmworker housing, group homes
R	956	1	SF, Farmworker housing, group homes

POLICY 2.3: The county shall provide technical assistance to existing and future community development corporations.

POLICY 2.4: The County's general services departments shall maintain an inventory of all surplus county -owned land and foreclosed properties that could be used for affordable housing. The county shall notify for -profit and non -profit affordable housing developers whenever it proposes to sell surplus land.

POLICY 2.5: The county shall maintain its affordable housing density bonus provision for planned development projects, allowing eligible affordable housing projects to receive up to a 20% density bonus based on the following table.

Comprehensive Plan Housing Element

VeryLowDensityIncome (VLI)&LowallowableIncome(LI)Affordable Unitsas Percentage of Projects TotalUnits	AdditionalDensityBonusProvidingAdditionalLandscapingbasedononeofthefollowingoptions(percentincreaseinallowableunits)	or		Rangeof PossibleDensityPercentage allowable units)
		AdditionalBufferand BonusPercentage		
		OptionI	OptionII	
		Material equal to a 10' wide Type C buffer with 6' opaque feature along residential district boundaries and 4' opaque feature along roadways	Material equal to a 20' wide Type B buffer with 6' opaque feature along residential district boundaries and 4' opaque feature along roadways	
Morethan 30%	10%	5%or	10%	10-20%

POLICY 2.6: The county shall maintain its current transfer of density through the planned development process.

POLICY 2.7: The county shall provide for the creation and preservation of affordable housing for all current and anticipated future residents and households with special housing needs including rural residents and farm workers by allowing affordable housing in all residential areas, rehabilitating existing units with SHIP funds, utilizing CDBG funds for housing rehabilitation and neighborhood revitalization, and undertaking other measures to minimize the need for additional local services and avoid a concentration of affordable housing units in specific areas.

OBJECTIVE 3 IMPROVED PROPERTY MAINTENANCE/ELIMINATION OF SUBSTANDARD HOUSING CONDITIONS

By 2000, the percentage of sub-standard housing units (units lacking complete plumbing and units with no heating facilities) will have been reduced below the 1990 figure of 1.40%.

Community Development Department Indian

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POLICY 3.1: The Standard Housing Codes shall continue to be the county's standard for public health, safety, and welfare with regard to occupancy limits based on unit size, provision of adequate plumbing facilities, and prevention of exterior physical deterioration. This code will be enforced by the building division and code enforcement section staffs.

POLICY 3.2: The county shall do a periodic inventory of housing conditions, as permitted by funding and staffing, on a neighborhood by neighborhood basis to identify units suitable for concentrated code enforcement, rehabilitation, demolition, or other actions to achieve a suitable residential environment.

POLICY 3.3: In areas with a high percentage of substandard housing units, the county shall provide property owners with consumer information and technical assistance on new housing products and their applications in order to encourage improved housing maintenance.

POLICY 3.4: The county shall encourage improved neighborhood appearance by establishing neighborhood awareness programs and providing merit recognition awards for neighborhood improvement programs.

POLICY 3.5: The county shall offer rehabilitation loan assistance through its local housing assistance program, cooperative ventures with non-profit groups, or Community Development Block Grant (CDBG) type programs to effect spot removal of blighted structures and blighting influences.

POLICY 3.6: The County and the Housing Authority shall jointly develop appropriate principles to guide activities and priorities in housing conservation, rehabilitation, and redevelopment.

POLICY 3.7: The county shall work with community based organizations to inform and encourage people to rehabilitate their home by utilizing the county's local housing assistance program.

OBJECTIVE 4 HOUSING ASSISTANCE/HOUSING IMPLEMENTATION PROGRAM

By 2005, at least 700 households will have received assistance through county's local housing assistance program.

Community Development Department Indian River County

Comprehensive Plan Housing Element

POLICY 4.1: The Board of County Commissioners shall request the Housing Authority to provide an annual report of its activities to the Board of County Commissioners by July 1, of each year. The report shall also identify the agency's objectives regarding the number and types of recipients the Authority is able to serve annually.

POLICY 4.2: The Board of County Commissioners shall evaluate the annual activity report prepared by the Housing Authority and take appropriate action through funding, policy revisions, and program initiatives to assist the authority to support, augment, and facilitate assistance to households who are unable to provide housing within an acceptable cost limit of 30% of gross household income, or who require rehabilitation, financial, and/or technical assistance to assure safe, healthful, and affordable housing.

POLICY 4.3: The county shall maintain its ordinance which provides for the financing of water and sewer impact fees for newly constructed housing units.

POLICY 4.4: The county shall maintain its Housing Trust Fund which provides below market interest rate financing and/or grants for land acquisition, down payment/closing cost loans, impact fee payment loans, and rehabilitation loans for affordable housing units in the county. The fund will also assist non-profit facilitators with pre-development expenses associated with very low, low, and moderate income housing development. Some disbursements from the Housing Trust Fund will be grants, but the majority of funds will be revolving loans, with borrowers paying back principal and applicable interest into the trust, therefore ensuring a permanent source of financing.

POLICY 4.5: The county shall enter into interlocal agreements with any county municipality which because of unusually high property values or coastal high hazard area constraints cannot meet its affordable housing needs within its jurisdiction, and desire to contribute to the Housing Trust Fund. The amount and method of payment will be established prior to execution.

POLICY 4.6: The county shall maintain its affordable housing partnership with financial institutions for leveraging State Housing Initiatives Partnership Program (SHIP) funds.

POLICY 4.7: The county shall encourage increased homeownership by providing down payment/closing cost loan assistance to eligible very low income, low income, and moderate income households through the county's local housing assistance program.

POLICY 4.8: The county shall utilize all appropriate federal, and state subsidy programs for provision of affordable housing within the county by supporting private developers who are applying for funding from programs such as the Low Income Housing Tax Credit Program.

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Comprehensive Plan Housing Element

POLICY 4.9: The county shall require all applicants for down payment/closing cost loan assistance from the Indian River County Local Housing Assistance Program to attend a homebuyers' educational program workshop as a prerequisite for getting a loan. The homebuyers' educational program provides useful information to people wanting to buy their own home. Typical subjects presented are as follows:

- Preparing for home ownership (including budgeting, saving, etc.)
- Shopping for a home
- Obtaining a mortgage (qualifying, processing, etc.)
- Understanding mortgages and the closing process
- Life as a homeowner (includes maintenance and responsibilities)
- Credit and credit reports

OBJECTIVE 5 IMPROVED INFRASTRUCTURE AND COMMUNITY DEVELOPMENT CHARACTERISTICS

By 2010, the county will have provided paved roads, drainage facilities, and/or centralized water systems to at least 10 existing subdivisions currently without sufficient infrastructure.

POLICY 5.1: By 2000, the county shall make a comprehensive inventory of all neighborhoods with inadequate infrastructure.

POLICY 5.2: The county shall apply for federal and state fundings such as the Small Cities Community Development Block Grant (CDBG) funds to provide necessary improvements to neighborhoods with existing infrastructure deficiencies.

POLICY 5.3: The county shall send a memorandum to property owners of subdivisions lacking infrastructure to inform them of opportunities for obtaining infrastructure improvements to existing neighborhoods.

POLICY 5.4: The county shall offer more flexible petition paving requirements for neighborhoods where at least 50 percent of residents are very low and low income households.

OBJECTIVE 6 SPECIAL HOUSING NEEDS

Indian River County will have sufficient lands in residential areas to accommodate group homes and care facilities and will have at least 2000 beds in these facilities by 2005.

Community Development Department Indian River County
Comprehensive Plan Housing Element

POLICY 6.1: Indian River County shall require group homes and care facilities applicants to obtain appropriate permits from the State Department of Children and Families.

POLICY 6.2: The county shall provide demographic and technical information onto private and non-profit sponsors willing to develop group and foster care facilities for county residents.

POLICY 6.3: The county shall enact regulations requiring that all foster and group home developments include barrier-free design features.

POLICY 6.4: The county shall revise its land development regulations to allow group homes and foster care facilities in all residential districts. Group homes must obtain a valid license from the Department of Children and Family and meet all the requirements of Ch. 419, F.S.

POLICY 6.5: The county shall provide supporting infrastructure and public facilities needed for development of group homes, foster care facilities, and residential care facilities.

OBJECTIVE 7 FARMWORKER HOUSING

Through 2005, Indian River County will preserve farmworker housing stock and ensure that there will be no net loss in the number of farmworker housing units within the county (2 permitted HRSH housing developments with 833 occupants and 200 RECD funded units with a total 800 person capacity).

POLICY 7.1: The county shall provide assistance to private agricultural businesses to secure funding for construction and/or rehabilitation of farmworker housing. The county's assistance will include, but not be limited to, providing information regarding rural and farmworker housing needs, ensuring the availability of lands with sufficient density and adequate infrastructure to support farmworker housing developments, and providing funding assistance for farmworker housing development.

POLICY 7.2: The county shall consider undertaking cooperative activities with the agricultural industry and public regulatory/financial agencies to improve the affordability of farmworker housing.

POLICY 7.3: The county shall require permanent housing for farmworker households be located in areas which contain infrastructure necessary for safe and sanitary habitation and in proximity of other public services and facilities.

POLICY 7.4: The county shall permit seasonal farm worker housing as an accessory on site use in agricultural areas. This housing shall be required to have an on-site infrastructure, as required by county land development regulations.

POLICY 7.5: The county shall provide an outreach program for farm workers and shall target State Housing Initiatives Partnership Program (SHIP) funds to provide housing assistance for farm workers.

OBJECTIVE 8 HISTORIC HOUSING

By 2005, 207 (72.9%) of Indian River County's historic properties will be in excellent or good condition.

POLICY 8.1: Technical assistance shall be provided by the County staff to individuals and organizations having individual or collective interests in conserving historic or architecturally significant structures, neighborhoods, and areas. Assistance will, at a minimum, include preparation of applications for the Historic Preservation Grants - In-Aid program administered by the Division of Archives, History and Records Management Bureau of the Florida Department of State.

POLICY 8.2: The county shall maintain and implement its Historic and archeological resource protection Ordinance (Ch. 933, LDRs).

OBJECTIVE 9 INTERGOVERNMENTAL COORDINATION

By 2000, Indian River County will have interlocal agreements with the municipalities within the county to provide housing assistance to very low, low, and moderate income households.

POLICY 9.1: The county shall maintain its local housing assistance programs. As part of this coordination process, the county will accept funds, land, in-kind services, or other types of payments for housing assistance purposes from local municipalities which are unable to provide sites for low cost housing within their jurisdictions.

POLICY 9.2: The county shall write a letter to the municipalities within the county to encourage provision of housing assistance to meet their share of county housing needs.

POLICY 9.3: The county shall, as an economic solution to affordable housing, provide incentives as listed in the Economic Development Element of the plan for job creation and shall coordinate with the jobs and education partnership program council and Indian River Community College for job training for county residents.

OBJECTIVE 10 RELOCATION HOUSING

Indian River County will maintain a relocation housing policy for persons displaced by public action or public activities.

POLICY 10.1: Residents displaced by housing rehabilitation and redevelopment or other publicly initiated activities shall be provided with a list of possible housing opportunities and financial assistance to expedite their relocation.

POLICY 10.2: The Board of County Commissioners shall provide funding to the Housing Authority on an emergency basis to ensure that households displaced by public action or public activity are guaranteed adequate housing.

PLAN IMPLEMENTATION

An important part of any plan is its implementation. Implementation involves execution of the plan's policies. It involves taking actions and achieving results.

For the Housing Element, implementation involves various activities. While some of these actions will be ongoing, other activities will be taken by certain points in time. For each policy in this element, Table 7.25 identifies the type of action required, the responsible entity for taking the action, the timing, and whether or not the policy necessitates a capital expenditure.

To implement the Housing Element, several different types of action must be taken. These include: adoption of land development regulations and ordinances, coordination, preparation of studies and evaluation and monitoring reports, establishment of committees, provision of technical assistance, provision of funds, and others.

Overall plan implementation responsibility will rest with the Housing Authority and planning department. Besides its responsibilities as identified in Table 7.25, the planning department has the additional responsibility of ensuring that other entities discharge their responsibilities. This will entail notifying other applicable departments of capital expenditures to be included in their budgets, notifying other departments and groups of actions that must be taken, and assisting other departments and agencies in their plan implementation responsibilities.

EVALUATION & MONITORING PROCEDURES

To be effective, a plan must not only provide a means for implementation; it must also provide a mechanism for assessing the plan's effectiveness. Generally a plan's effectiveness can be judged by the degree to which the plan's objectives have been met. Since objectives are structured, as much as possible, to be measurable and to have specific time frames, the plan's objectives are the benchmarks used as a basis to evaluate the plan.

Table 7.26 identifies each of the objectives of the Housing Element. It also identifies the measures to be used to evaluate progress in achieving these objectives. Most of these measures are quantitative, such as adopted land development regulations, number of applicants provided housing assistance, unmet housing needs, and others. Besides the measures, Table 7.26 also identifies time frames associated with meeting the objectives.

The planning department and Housing Authority staffs will be responsible for monitoring and evaluating the Housing Element. This will involve collection of data and compilation of information regarding met and unmet housing needs.

While monitoring will occur on a continual basis, formal evaluation of the Housing Element will occur every five years in conjunction with the formal evaluation and appraisal of the entire comprehensive plan. Besides assessing progress, the evaluation and appraisal process will also be used to determine whether the Housing Element objectives should be modified or expanded. In this way the monitoring and evaluation of the Housing Element will not only provide a means of determining the degree of success of the plan's implementation; it will also provide a mechanism for evaluating needed changes to the plan element.

Community Development Department Indian River County

Comprehensive Plan Housing Element

TABLE 7.25
HOUSING ELEMENT
IMPLEMENTATION MATRIX

POLICY #	TYPE OF ACTION	RESPONSIBILITY	TIMING	CAPITAL	EXPENDITURE
1.1	Study/Land Dev. Reg.	BCC/PS	2000	No	
1.2	Encourage Infill Dev.	BCC/All Depts.	Ongoing	No	
1.3	Identify/Seek funding	PS	Ongoing	No	
1.4	Participation in Housing Bond Programs	BCC/PS	Ongoing	No	
1.5	Assess Permit Processing	PS	2000	No	
1.6	Eliminate Permit Delays	BCC/PS	Ongoing	No	
1.7	Financial Impact Statement	PS	Ongoing	No	
2.1	Ordinance Enforcement	PS/BCC	Ongoing	No	
2.2	FLU Map Adoption	PS/BCC	1998	No	
2.3	Technical Assistance	PS/Hou. Aut. Staff	Ongoing	No	
2.4	Identify Surplus Property	Gen. Services Dept.	Ongoing	No	
2.5	Providing A.H. Density Bonus	PS/BCC	Ongoing	No	
2.6	Providing for Transfer of	PS/BCC	Ongoing	No	
2.7	Creation and Reservation of Affordable Housing	PS/BCC	Ongoing	No	

Density

Comprehensive Plan Housing Element

POLICY#		TYPE OF ACTION	RESPONSIBILITY	TIMING	CAPITAL EXPENDITURE
Code	3.1	Maintaining Housing	PS/BCC	Ongoing	No
	3.2	Survey PS/Code Enf. Off.	Ongoing	No	
	3.3	Education/Public Info. PS/Bldg. Dept./Housing Authority	Ongoing	No	
	3.4	Public Information PS/Bldg. Dept./Housing Authority	Ongoing	No	
	3.5	Rehab. Loan Assistance PS/BCC	Ongoing	Yes	
	3.6	Preparation of Guidelines PS/Housing Auth.	2000	No	
	3.7	Encourage Rehabilitation	PS	Ongoing	No
Sewer Impact Fees	4.1	Report Housing Authority	Annual	No	
	4.2	Evaluate BCC	Annual	No	
	4.3	Financing Water & BCC/Utilities Staff	Ongoing	No	
	4.4	Housing Trust Fund	BCC	Ongoing	No
	4.5	Interlocal Agreements BCC/Municipal	2000	No	
Partnership Others	4.6	Maintaining Aff. Hous. PS/Financial Ins./	Ongoing	No	
	4.7	Increased Home Ownership PS/BCC	Ongoing	No	
	4.8	Utilize Fed. & State Funds	PS/BCC	Ongoing	No
Workshop Others	4.9	Homebuyer Educational PS/Financial Ins./	Ongoing	No	
	5.1	Inventory PS	2000	No	
5.3	5.2	Application for Funding PS	Ongoing	No	
		Public Information PS	Ongoing	No	

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	POLICY#	TYPE OF ACTION	RESPONSIBILITY	TIMING	CAPITAL EXPENDITURE	
	5.4	FlexiblePetitionPaving	BCC/Pub. Works	Ongoing	No	
	6.1	Coordination	BCC/HR	Ongoing	No	
	6.2	ProvidingInformation	PS	Ongoing	No	
	6.3	LandDevelopment	Reg. PS/BCC	1998	No	
	6.4	LandDevelopment	Reg. PS/BCC	1998	No	
6.5	ProvidingInfrastructureandPublicFacilities	BCC/Utilities/ Public Works		Ongoing	Yes	
	7.1	TechnicalAssistance	PS	Ongoing	No	
	7.2	JointActivities	PS/Agri. Ind.	Ongoing	No	
	7.3	LandDevelopment	Reg. PS/BCC	Ongoing	No	
	7.4	LandDevelopment	Reg. PS/BCC	Ongoing	No	
	7.5	OutreachProgram	PS	Ongoing	No	
	8.1	TechnicalAssistance	PS	Ongoing	No	
	8.2	OrdinanceMaintenance	PS/BCC	Ongoing	No	
	9.1	Maintaining	LHAProgram	BCC/PS	Ongoing	No
	9.2	LetterofEncouragement	BCC/PS	Ongoing	No	
9.3	CreationofJobsandJobTrainingChamberofComm.	BCC/EDC	Ongoing	No		
	10.1	Assistance	BCC/PS/Pub Works	Ongoing	No	
10.2		Emerg. Funding	BCC	Ongoing	No	

BCC=Board of County Commissioners
PS=Planning Staff

Community Development Department Indian River County

Comprehensive Plan Housing Element

TABLE 7.26
HOUSING ELEMENT
EVALUATION MATRIX

OBJECTIVE MEASURE	TIME FRAME
1 Percentage of owner occupied 2000 and renter occupied households paying more than 30% of their income for housing expenses	
2 Mix of dwelling unit types	Ongoing
3 Number of substandard housing units	2000
4 Number of households assisted	2005
5 Number of subdivisions which received 2010 infrastructure improvements	
6 Number of beds in group homes, foster care homes and adult congregate living facilities established	2000
7 Number of farm worker dwelling units	2005
8 Number of historically significant dwelling units in good or excellent condition	2005
9 Existence of interlocal agreements	2000
10 Mechanism for relocation housing units	Ongoing

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